

## FACILITY MAINTENANCE TECHNICIAN

**HOW TO APPLY:** 1) Email Resume to [careers@tfop.org](mailto:careers@tfop.org)  
2) Or download an employment application and email to [careers@tfop.org](mailto:careers@tfop.org)

### **JOB DESCRIPTION:**

This position is responsible for cleaning, routine maintenance and repairs of buildings and grounds by performing the following essential duties and responsibilities. Other duties may be assigned:

- Performs cleaning and routine maintenance duties of facilities and property.
- Provides setup for departmental meetings and events.
- The ability to perform structural repairs to masonry, woodwork, furnishings and painting of buildings.
- Opens and locks facilities during business hours.
- Maintains HVAC equipment.
- Works with vendors in coordinating repairs and services to the facilities such as lawn care, HVAC, electrical, pest control, office supplies and equipment.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Monitors facility premises to provide security against vandalism and theft.

### **QUALIFICATIONS**

- 1-3 years experience in facility maintenance.
- Computer literacy, experience with Microsoft Office, Internet Explorer or MAC systems
- 3-5 years experience in construction (carpentry, electrical, drywall, and plumbing)
- Will provide on the job training to those with strong work ethic and willingness to learn.

### **EDUCATION**

- High School Diploma or GED

- Vocational/Trade School degree in Construction/Maintenance (preferred)